



Welcome to Program Review

Merritt College - 2019

LIS - Service Area with Instruction - Library

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

The mission of the Merritt College Library is to support the institutional goals and objectives of the College by providing access to relevant information resources and technologies, as well as information literacy instruction, to the diverse college community.

Program Total Faculty and/or Staff

Full Time

Christana Forlastro
Jim Gordon
Tim Hackett
Esperiza (Carmela) Kimble
Nghiem Thai

Part Time

Julie Griffith
Francis Howard
Marty McGinn
Marianne Morgan
Karen Sasamoto
Adoria Williams
Jordan Yee

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Hire a permanent, full-time librarian to fill a vacancy from retirement by August 2019.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
In-Progress

College Goal
Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal
Advance Student Access, Equity, and Success

Hire a permanent, part-time Library Technician II to maintain evening and Saturday operating hours by August 2019.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
Completed Permanent, part-time Library Technician II position starts 11/18/19.

College Goal
Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal
Advance Student Access, Equity, and Success

Implement a new statewide library services platform (LSP) called Alma/Primo from Ex Libris to integrate and manage library activities and functions by January 2020.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
In-Progress

College Goal
Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal
Develop and Manage Resources to Advance Our Mission

Describe your current utilization of facilities, including labs and other space

The Library consists of approximately 17,000 square feet of space on the second and third floors of the L Building. The second-floor lobby of the main entrance includes public restrooms; an elevator down to the Learning Center on the first floor; a bulletin board, information display monitor, and brochure rack; and a two-corridor electromagnetic security gate. The second floor contains the circulation/reserves, periodicals, and reference desks; current periodical display racks, closed periodical stacks, open reference book stacks, and new book display shelves; 24 computer workstations and 12 study tables; copying/printing room; browsing/lounge area; and archival room. The third floor houses open general book stacks; three group study room; over 50 individual study carrels; three faculty/staff offices; a storage room; and employee restrooms. In total, the library provides seating for about 170 students and workstations for 10 employees.

The Learning Center, which occupies the first floor of the L Building, is a separate department and service area from the Library, with its own operating hours. Along with the frequently malfunctioning automatic sliding doors on the first and second floors, the different operating hours make it extremely difficult to control and monitor building access and security.

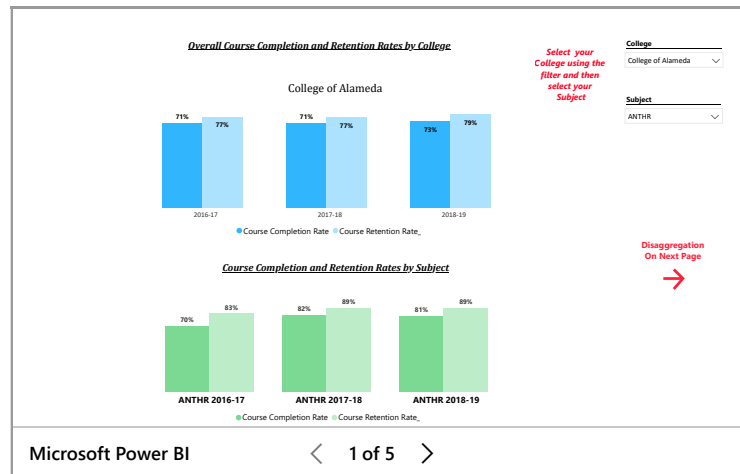
It should be noted that the main office on the third floor has been used by the administration to accommodate staff from the President's Office, the Office of Instruction, and the Division I Office over the past three years. Should the Library hire additional librarians or library technicians, workstations assigned to non-library staff may need to be vacated.

The Library lacks a dedicated computer lab/smart classroom that would allow librarians to conduct face-to-face classes, orientations, and workshops on the premises. Instead, librarians must reserve the Learning Center computer lab in L-132 in order to provide students with hands-on instruction in accessing and searching online library resources. As print journals, magazines, and newspapers have increasingly been supplanted by electronic databases, the periodicals area (L-231) could be remodeled to accommodate a small computer lab. Potential funding could come from the recently approved Measure G, Peralta's \$800 million general obligation bond proposal to upgrade aging classrooms, technology, science labs.

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

The Library currently offers only one Library Information Studies (LIS) course, LIS 085: Introduction to Information Resources. LIS 085 has been taught as an eight-week, late-start, online course since spring 2015. Over the past three years, enrollment has declined from a high of 6.27 FTES or 94 students in 2016-17 to 4.13 FTES or 62 students in 2018-19. Despite attempts to collaborate with faculty teaching courses involving research assignments, filling just one section each term has remained a challenge. Given this declining enrollment pattern, there does not appear to be significant student demand for LIS 085, so it will not be offered in spring 2019. We will instead implement LIS 511, 512, and 513, three noncredit courses leading to a Certificate of Competency in Research Skills. These courses are a series of three two-hour workshops on basic information literacy concepts and general library research.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

All four SLOs for LIS 085 have been continuously assessed over the past three years.

- Fall 2017: SLOs # 2 and 4
- Fall 2018: SLOs # 1 and 3
- Fall 2019: SLOs # 2 and 4

The new Research Skills Certificate of Competency shall be assessed after the component courses are offered in spring 2020.

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
1.0 FTE Library Technician II (evening/Saturday)	Measure B	43745	Although a permanent, full-time Library Technician was requested, the library was only funded for a part-time (24 hours) position. The hiring process is in its final stages.
1.0 FTE Librarian (vacancy from retirement)		75386	The hiring process for a permanent, full-time librarian to fill the vacancy from Eva Ng-Chin's retirement is in its final stages.
0.2 FTE Library department chair extra service/reassigned time	Fund 1		Although 0.2 FTE reassigned time was requested for department chair, only 0.15 FTE was allocated to be divided between the two co-chairs. The co-chairs have over seen the budget, facilities, materials, and operations for the library for the past three years.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Action

Improvement Actions

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Library Computer Lab	Provide in-house, hands-on information literacy and research instruction to support student learning and success	8/1/2021	Nghiem Thai

Resource Request

Facilities	Labs	Estimated Cost
<p>Description/Justification</p> <p>The Library lacks a dedicated computer lab/smart classroom that would allow librarians to conduct face-to-face classes, orientations, and workshops on the premises. Instead, librarians must reserve the Learning Center computer lab in L-132 in order to provide students with hands-on instruction in accessing and searching online library resources. As print journals, magazines, and newspapers have increasingly been supplanted by electronic databases, the periodicals area (L-231) could be remodeled to accommodate a small computer lab.</p>		145000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Library Access and Security	Provide safe, ADA-compliant access to the library and security for library staff and facilities.	1/1/2020	Victoria Menzies

Resource Request

Facilities	Other	Estimated Cost
<p>Description/Justification</p> <p>The automatic front doors leading to the Library on the second floor of Building L have not worked properly for years and have been out-of-order since July 2019. They need to be replaced.</p> <p>In addition, an additional lock needs to be installed inside the roll-down security gate to allow library staff to secure the facilities when the library is closed, but they are still working inside,</p>		14000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Computer and Printer Refresh	Replace staff and student computers and printers	8/1/2020	Patricia Rom

Resource Request

Technology and Equipment

Replacement

Description/Justification

Library staff and student computers, which were last refreshed in 2014, are starting to malfunction from age. They need to be replaced. In addition, the implementation of a statewide library services platform requires the purchase of email-enabled receipt printers.

Estimated Cost

50000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Books and Library Materials	Ongoing acquisition of print and electronic books and other materials and resources for the library collections		Nghiem Thai

Resource Request

Library

Library materials

Description/Justification

The Measure G \$800 million bond proposal project list includes "furniture and equipment and library materials, including, but not limited to, library digital resources" (see ballot measure, p. 13). Merritt College Library has requested \$200,000 annually for the ten-year life of the bond to purchase library materials.

Estimated Cost

200000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Hire Replacement Librarian	Timothy Hackett has announced his intention to retire effective December 13, 2019.	8/24/2020	Division I Dean

Resource Request

Personnel	Full-time Faculty		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	With the planned retirement of Timothy Hackett, effective December 13, 2019, the Library will only have one full-time, permanent librarian (with 0.5 FTEF reassigned time for non-library assignments). The hiring process for Eva Ng-Chin's replacement is still in progress, with an anticipated start at the beginning of spring 2020.	65000	40343

Total Costs
105343

Resource Request Summary

Total Cost: \$514343
Total Resource Request: 5

Program Update					
Personnel					
Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Full-time Faculty	100	With the planned retirement of Timothy Hackett, effective December 13, 2019, the Library will only have one full-time, permanent librarian (with 0.5 FTEF reassigned time for non-library assignments). The hiring process for Eva Ng-Chin's replacement is still in progress, with an anticipated start at the beginning of spring 2020.	65000	40343	105343
Sub-Total: \$105343					

Professional Development
No Resources found for this category

Technology and Equipment		
Type	Description/Justification	Estimated Cost
Replacement	Library staff and student computers, which were last refreshed in 2014, are starting to malfunction from age. They need to be replaced. In addition, the implementation of a statewide library services platform requires the purchase of email-enabled receipt printers.	50000

Sub-Total: \$50000

Supplies

No Resources found for this category

Facilities

Type	Description/Justification	Estimated Cost
Labs	The Library lacks a dedicated computer lab/smart classroom that would allow librarians to conduct face-to-face classes, orientations, and workshops on the premises. Instead, librarians must reserve the Learning Center computer lab in L-132 in order to provide students with hands-on instruction in accessing and searching online library resources. As print journals, magazines, and newspapers have increasingly been supplanted by electronic databases, the periodicals area (L-231) could be remodeled to accommodate a small computer lab.	145000
Other	The automatic front doors leading to the Library on the second floor of Building L have not worked properly for years and have been out-of-order since July 2019. They need to be replaced. In addition, an additional lock needs to be installed inside the roll-down security gate to allow library staff to secure the facilities when the library is closed, but they are still working inside,	14000

Sub-Total: \$159000

Library

Type	Description/Justification	Estimated Cost
Library materials	The Measure G \$800 million bond proposal project list includes "furniture and equipment and library materials, including, but not limited to, library digital resources" (see ballot measure, p. 13). Merritt College Library has requested \$200,000 annually for the ten-year life of the bond to purchase library materials.	200000

Sub-Total: \$200000

Other

No Resources found for this category

Sign and Submit

Please provide the list of members who participated in completing this program review.

Nghiem Thai

Please enter the name of the person submitting this program review.

Nghiem Thai